

**Traverse City Arts Commission
*Special Meeting***

8:30 – 10:30 AM

Wednesday, December 14, 2016

Located in: 2nd Floor Conference Room

Governmental Center

Traverse City, MI 49684

Posted: Friday, December 9, 2016



If you are planning to attend the meeting and you have a disability requiring any special assistance at the meeting, please notify the City Clerk, immediately.

The City of Traverse City does not discriminate on the basis of disability in the admission or access to, or treatment or employment in, its programs or activities. Penny Hill, Assistant City Manager, 400 Boardman Avenue, Traverse City, Michigan, 49684, 922-4440, TDD 922-4412, has been designated to coordinate compliance with the non-discrimination requirements contained in Section 35.107 of the Department of Justice Regulations. Information concerning the provisions of the Americans with Disabilities Act, and the rights provided thereunder, are available from the ADA Coordinator.

Traverse City Arts Commission:
c/o Katie Zeits, Deputy City Clerk
(231) 922-4480
Email: tcclerk@traversecitymi.gov
Web: www.traversecitymi.gov
400 Boardman Avenue
Traverse City, MI 49684

AGENDA

1. Call to order, attendance, announcements
2. Consideration of approving minutes from the Regular Meeting of November 16, 2016.
3. Updates:
 - a. Discussion regarding process for approving the Coast Guard Monument
 - b. Other updates, as needed
4. Planning Discussion:
 - a. Vision & Master Plan
 - b. Priorities Discussion
 - i. Alignment with other projects and opportunities, current and/or future
 - ii. Short term, long term goals
 - iii. Key locations
 - iv. Funding
 - c. Process Discussion
 - d. Other
5. Other Arts Commission business/discussion, if needed
6. Public Comment

CITY OF TRAVERSE CITY

Minutes

Traverse City Arts Commission

November 16, 2016

A Regular Meeting for the Traverse City Arts Commission was called to order in the Lower Level Cafeteria, Governmental Center, 400 Boardman Avenue, Traverse City, Michigan, at 3:35 p.m.

The following were present, constituting a quorum: Mary Gillett, Christie Minervini (departed at 4:45), Linda Koebert, Jason Dake, Matt Ross, Amy Shamroe, Debbie Hershey, Jackie Shinnors and Deb Lake.

Also present: Katy McBenge.

The following were absent: None

1. Various announcements and updates were given.
2. First item being, "Consideration of approving minutes from the Regular Meeting of October 19, 2016."

It was moved by Shamroe, seconded by Hershey to approve the minutes from the Regular Meeting of October 19, 2016.

AIF/MC

3. Next item being, "Administration."
 - a. Public Art Trust Fund
4. Next item being, "Updates."
 - a. Coast Guard City Monument – Presentation of maquette of their piece.

(Minervini departed)

It was moved by Lake, seconded by Shinnors, that the concept design be approved, and that the project move forward to a final defining phase in preparation to present to the City Commission.

AIF/MC (Minervini absent)

- b. Other updates as needed

5. Next item being, "Subcommittee reports."
 - a. Planning.
 - i. Arts Commission planning discussion – scheduling for November/December
 - b. Other subcommittee reports, as needed
6. Next item being, "Public Comment."

Patty Pelizzari.

There being no objection, Chair Mary Gillett declared the meeting adjourned at 5:04 p.m.

Katelynne McBenge, Designated

Secretary

Memorandum

The City of Traverse City



TO: Members of the Traverse City Arts Commission

COPY: Katy McBenge, Administrative Specialist

FROM: Benjamin C. Marentette, City Clerk

DATE: Friday, December 17, 2016

SUBJECT: COAST GUARD CITY MONUMENT – PROCESS FOR APPROVAL

I will be in attendance at your meeting on Wednesday, and I offer the following to outline the process for advancing, and ultimately approving, a Coast Guard monument in Mini Park. The Public Art Master Plan and Public Art Ordinance provide the process. The Coast Guard monument is considered a donated piece of art because it is not being acquired with Public Art Trust Fund dollars. Attached is an excerpt of the Public Art Master Plan regarding donated works of art. The following is a sequential list of steps for approving the Coast Guard Monument:

1. Arts Commission receives the following information from the donor (the Coast Guard Committee):
 - a. Description of the work, and materials included.
 - b. The actual artwork, or images of the artwork
 - c. A site plan indicating the proposed location for the artwork (Mini Park in this case)
 - d. Installation details – in this case, that it is a permanent, and not a temporary, installation
 - e. The recommended maintenance plan.
 - f. Source of funding, for installation and maintenance (we know they have a \$15,000 donation from The Les and Anne Biederman Foundation)
2. Once the above items are satisfied, the Arts Commission should adopt a motion, such as:

“The Traverse City Arts Commission refers the proposed donation from the Traverse City Coast Guard City Committee for a proposed monument in Mini Park, to the Traverse City Art Selection Panel for it to make a recommendation to the Arts Commission utilizing the criteria for review within the *Artwork Donations* section of the Public Art Master Plan.”

At this point, the Art Selection Panel reviews the proposal based upon the following:

- a. Relevance to the Public Art Program Master Plan.

Coast Guard City Monument – Process for Approval

- b. Relevance to the City’s natural or built environment, cultural heritage, and/or history.
 - c. Quality of the piece of art.
 - d. Suitability of the artwork for display in a public space.
 - e. Authenticity of the artwork.
 - f. Condition of the artwork.
 - g. The City’s ability to maintain and conserve the artwork.
 - h. Any ethical or legal considerations regarding the City’s ownership.
3. At this point, City staff input on the conceptual site plan and Parks and Recreation Commission review should be obtained. City staff review should occur first, to provide the opportunity for any refinement of the proposal prior to Parks and Recreation Commission consideration. (While the monument is mentioned in the Parks and Recreation Commission’s 5-year Master Plan, Parks and Recreation Commission review is specifically required.) To streamline the process, the Arts Commission could adopt a motion that refers the request to staff and then the Parks and Recreation Commission and provided there are no concerns raised by either that require further consideration by the Arts Commission, the item could be placed on an agenda of the City Commission without further review by the Arts Commission.

“That the Traverse City Arts Commission submits the proposed donation for a Coast Guard monument in Mini Park to City staff for its review and comment as to the conceptual project; and further

that should no substantive issues be raised which require Arts Commission review, the Arts Commission submits the proposed donation to the Parks and Recreation Commission for its review and input as outlined in the Public Art ordinance, which shall be forwarded by the City Clerk’s Office to the City Commission, provided that the Arts Commission shall reconvene to consider this matter if the Parks and Recreation Commission raises concerns that require further consideration by the Arts Commission; and finally,

that if no substantial concerns are raised by City staff or the Parks and Recreation Commission, that the Arts Commission submits the proposed donation for a Coast Guard monument in Mini Park to the City Commission for its acceptance.”

Because of the review process associated with donated works of art as opposed to the Arts Commission seeking proposals for art to be created where conceptual approval only would be sought, it is quite likely that some specifics regarding the proposal will become the subject of City Commission discussion. However, in the spirit of the City’s public art process, which is to depoliticize the approval process for public art pieces in general, keep in mind that as much detail as possible should be kept outside the City Commission’s realm.

Coast Guard City Monument – Process for Approval

Thank you for your efforts, and I look forward to participating in your meeting; and if you have any questions, please feel free to contact me.

DONATIONS

Groups or individuals may request that the Traverse City Arts Commission consider the placement of a donated work of art or funds to initiate a new public art project. The Arts Commission reserves the right to accept or reject any and all donations.

ARTWORK DONATIONS

All decisions to accept public art pieces shall be made by the City Commission, following written recommendation by the Arts Commission. Anyone wishing to donate existing artwork, or a newly commissioned piece of artwork, should submit a written proposal for review by the Traverse City Arts Commission. *Gift proposals should include:*

- 1 Description of the work, and materials included in the artwork.
- 2 The actual artwork, or images of the artwork.
- 3 A site plan indicating the proposed location for the artwork, if a specific location is suggested.
- 4 Installation details (temporary or permanent).
- 5 Recommended maintenance plan.
- 6 Source of funding, if any, for installation and maintenance.

All donations must be unencumbered; no work of art will be accepted if the donor requires the City to locate the work of art in a specific location in perpetuity.

The City does not establish or set the value of donated artwork. Receipt for donated goods (artwork) will be provided but no value will be assigned. If the donor furnishes the City with an appraisal or receipt of sale for the artwork, it will be attached to a "Letter of Donation" furnished to the donor by the City. In all other cases, no value will be stated. It is the responsibility of the donor to declare a specific value and necessary substantiation of value for tax purposes, in consultation with accounting and/or legal advisors.

Ideally, donated work will include a financial donation for the maintenance and conservation/restoration of the work being donated, the amount of which will be negotiated as part of an acceptance agreement.

Following an initial review by the Arts Commission, the artwork will be reviewed by the Art Selection Panel. Artwork being considered for donation to the City's



This parking deck is dedicated in memory of:

Larry Cole Hardy
1928 - 2002

A lifelong resident of Traverse City,
Larry devoted over 40 years to public service.

During this time, he served as Mayor of
Traverse City three times and on the Traverse
City City Commission, Grand Traverse County
Board of Commissioners, Board of Public
Works, Grand Traverse Commons
Redevelopment Board, Central Neighborhood
Association, Traverse City Light and Power
Board, and Downtown Development Authority.

Larry was devoted to his family and his
community, raising his four children here
while also carrying on his century-old family
business, Arms and Cole, Inc.

Larry stood as a symbol for inspiration and
aspiration to our community and for ourselves.

Honor • Humility • Integrity
Courage • Compassion.

public art collection will be evaluated based on the goals of the Public Art Program and by criteria that includes, but is not limited to:

- » Relevance to the Public Art Program Master Plan.
- » Relevance to the City of Traverse City's natural or built environment, cultural heritage, and/or history.
- » Quality of the piece of art.
- » Suitability of the artwork for display in a public space.
- » Authenticity of the artwork.
- » Condition of the artwork.
- » City's ability to maintain and conserve the artwork.
- » Ethical and legal considerations regarding ownership.

After evaluating the proposal, the Art Selection Panel will make its recommendation to the Traverse City Arts Commission, which will in turn notify the City Commission. If the City Commission votes to accept the gift, a deed of gift will be signed. Appropriate promotion and recognition will be agreed upon with the donor for accepted gifts. If the artwork is declined, the donor will be formally notified. The notification will include the reason for the decision, and an invitation to meet with an Arts Commission representative, if the donor wishes to do so.

If a proposal for a newly commissioned piece of artwork is accepted, the full spectrum of Public Art Master Plan criteria will be followed with consideration to site, safety, and all other matters. The donor or the donor's selected artist will follow the process for implementing a piece of public art as detailed in the Master Plan. The donor will deposit full project fees with the City to be drawn on by the artist to ensure uninterrupted completion of the artwork. These funds will also include any monies required for plaques and/or other promotional material needed for commissioning.

MONETARY DONATIONS

Philanthropic support is an important resource in the development and sustainability of public art in Traverse City. Prospective donations can be made through gifts of cash, stock/bonds, bequests, and planned giving instruments. All financial donations will be restricted for use in supporting the Public Art Program as directed by the Arts Commission and approved by the City Commission. They should also be considered unrestricted, provided that they remain within this scope, so that they may be utilized as needed and directed by the Arts Commission

and Traverse City City Commission in the support and maintenance of public art in Traverse City. Acceptance of prospective donations with restrictions may be considered by the Arts Commission and City Commission on an individual basis, but only after a thorough review indicates that donor stipulations can be fulfilled.

All donor funds will be handled in accordance with generally accepted accounting procedures and philanthropic best practices, including those defined by IRS Publication 526: Charitable Contributions, the Donor Bill of Rights, Independent Sector's Principles of Good Governance and Ethical Practice (Responsible Fundraising), the AFP Code of Ethical Principles and Standards, and the State of Michigan Attorney General. All monetary donations will be received and documented by the City of Traverse City without risk of redirection of funds for other purposes. Donors will be provided with timely documentation in accordance with Internal Revenue Service requirements.

A financial donor may propose to contribute monetary gifts designated for use in a future public art project. If the donor proposes a specific project or commission, a written proposal must be submitted to the Traverse City Arts Commission for review and approval. *Proposals should include:*

- 1 Description of the project or commission.
- 2 A site location suggestion, if applicable.
- 3 Installation and maintenance details, if available.
- 4 Project or commission budget.

If the Traverse City Arts Commission approves of the proposed donation, the commission will solicit proposals for the specified project. The Art Selection Panel will evaluate the proposals based on the goals of the Public Art Program and make a recommendation to the Traverse City Arts Commission, which will in turn make a recommendation to the City Commission.

Memorandum

The City of Traverse City



TO: Traverse City Arts Commission

COPY: Benjamin C. Marentette, City Clerk
File

FROM: Katelynne McBenge, Administrative Specialist

DATE: December 9, 2016

SUBJECT: Arts Commission Financial Documents

Financial documents from the Arts Commission Budget will be distributed to the Commission – possibly at the Special Meeting scheduled for Wednesday Dec. 14, 2016. These documents will hopefully show more detailed information than the general updates at previous meetings.

Please feel free to contact me if you should have any additional questions.

Thank you.